

PLANNING BOARD

APPLICATION REVIEW PROCEDURES

1. **Application submittal.** Applications for Planning Board approval are submitted to the Planning staff in Development Services. All plans must be folded to 8 ½ inches x 11 inches or smaller. Planning will distribute plans and additional information (e.g., drainage analysis, traffic analysis) to the following town review staff (number of sets of plans in parentheses):

- a. Fire Marshal & Fire District (2)
- b. Technical Services (1)
- c. DPW/Engineering (3)

All subsequent submittals of information from the applicant (including but not limited to revised plans, supplemental drainage or traffic information, prints of pre-Mylar plans, Mylar originals, and signed final prints) must be submitted to Planning. All plans must be folded to 8 ½ inches x 11 inches or smaller. Planning will distribute the submitted materials to the appropriate review staff.

2. **First round of staff review.** The reviewing person/department may send comments directly to the applicant's representatives, with copies to Planning and the applicant, or the reviewing person/department may send comments to Planning; Planning then will forward the comments to the applicant and his representatives. Applicants are encouraged to wait until they receive comments from all departments and agencies, and possibly wait until after their first Planning Board meeting, before revising the plans.
3. **First Planning Board meeting.** Regardless of the status of the staff and other agency review, applicants generally are encouraged to appear at the first scheduled Planning Board meeting so that they can get input from the board and the public. Applicants should contact the Planning staff to discuss whether revisions may be necessary before the scheduled Planning Board meeting. Most applications require more than one Planning Board meeting. If an application is not yet ready for action by the board at the first scheduled meeting, the board probably still will hear the application in order to allow for direct input from the board and the public. In such cases, the board then will continue the discussion to a specific future meeting date in order to allow additional time for necessary revisions to be submitted and reviewed by the appropriate staff and other agencies.
4. **Revisions.** The applicant must submit copies of the revised drawings to the Planning Board Secretary before 5:00 p.m. on the Monday of the week prior to a scheduled Planning Board meeting (i.e., nine (9) days before the scheduled meeting). The applicant should check with the Planning Board Secretary to determine how many copies of the revised drawings must be submitted. Submissions of revised drawings must include two (2) copies of all supporting materials (e.g., reports, responses to staff review comments, etc.). Planning will distribute the revisions and comment responses to the appropriate staff.

If revisions cannot be provided in time, the applicant should contact the Planning staff to discuss postponing the scheduled appearance at the Planning Board meeting. The applicant must request, in writing, postponement of the appearance at the Planning Board meeting.
5. **Subsequent Planning Board meetings.** Usually, an applicant will need more than one Planning Board meeting to provide sufficient information to the board and discuss revisions so that the board can render a decision on the proposal. It is the applicant's responsibility to address all town staff and other agency issues prior to a Planning Board decision. Failure to resolve outstanding issues may delay the Planning Board decision.

6. **Planning Board action.** The Planning Board may approve, approve with modifications, or disapprove an application. Planning Board approvals usually contain conditions that must be satisfied prior to final approval signatures being placed on the Mylar originals of the plans.
7. **Final staff review (“pre-Mylar” review).** If the Planning Board approves an application, the applicant will receive a copy of the approval resolution, with instructions to provide revised prints of the plans and related materials for a “pre-Mylar” review by town staff. Applicants should read closely any approval conditions to ensure that all required materials are provided with this submittal. The applicant must submit seven (7) copies of drawings, along with two (2) copies of related materials, including but not limited to easements, deed restrictions, agreements, reports, or analyses as may be necessary to comply with the Planning Board’s approval conditions. Easements for drainage and town infrastructure (text and map/boundary description) must be submitted for review as part of the pre-Mylar review; easement documents must be provided in the standard Town of Greece format. Pre-Mylar review materials must be submitted to the Planning Board Secretary for distribution to the appropriate staff. All outstanding staff or other agency comments must be resolved before or during the pre-Mylar review.
8. **Final approval.** After all conditions of Planning Board approval and remaining staff and other agency comments are addressed satisfactorily, Planning will instruct the applicant to submit Mylar originals to the Planning Board Secretary for distribution to the appropriate staff for final approval signatures. Each Mylar original must bear the signature, in black ink, of the applicant. Planning will notify the applicant’s representative when signed, approved Mylar originals can be retrieved.
9. **Distribution of signed, approved plans.** After the town staff has signed the Mylars and the applicant has retrieved them, the applicant must provide the following to the Planning Board Secretary:
 - a. Paper prints of the plans, bearing all required approval signatures, including those from state and/or county agencies. In the case of a subdivision plat, the prints must bear the liber and page at which the plat was recorded in the Office of the Monroe County Clerk, along with the date on which the plat was recorded. The number of prints will depend on the type of approval (i.e., subdivision, site plan, minor improvement plan). The Planning Board Secretary will inform the applicant of the number of prints required.
 - b. A digitally scanned copy of the plans, bearing all required approval signatures, including those from state and/or county agencies. In the case of a subdivision plat, the prints must bear the liber and page at which the plat was recorded in the Office of the Monroe County Clerk, along with the date on which the plat was recorded. The digital file must be in Tagged Image File (“.TIF”) format at a minimum resolution of 400 dpi.
 - c. For each easement for public drainage areas and/or infrastructure, two (2) signed, original easement documents and one (1) photocopy of the signed document. Planning will keep a photocopy of each easement in the Planning Board file, and forward the originals to the Department of Public Works, Engineering Division; the town will record the easements.
 - d. For each memorandum, restriction, or agreement that is required to be recorded in the Office of the Monroe County Clerk, one (1) photocopy of the fully executed and recorded document, bearing proof of filing.

After Planning has received all required prints and other documents, as described above, the prints of the final, signed plans will be stamped **“OFFICIAL COPY”** in red, and then will be distributed to town departments (Planning, Technical Services, and DPW/Engineering). No building permits will be issued, and no preconstruction meetings will be scheduled, unless and until the stamped prints have been delivered to Technical Services and DPW/Engineering.